

**ABI Board Meeting**

**October 1, 2022  
The Woodlands Resort**

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**Meeting called by:** Liz Germani, President      **Type of meeting:** Board Meeting  
**Facilitator:** \_\_\_\_\_      **Note taker:** Amber Neal, Secretary

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<b>Attendees:</b>	Liz Germani (LAG) Sandra Kerr Louchard (SKL) Tomi Littlejohn (TEL) Amber Perkins Neal (ADN) Marie Littlejohn Dunn (MLD)	Paul Allen (PBA) Bridget Halpin (BJH) Cynthia Metcalf (CM) Dawn Kolb (DEK)
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Called to order by Liz at 9:12AM

**Updating Handbooks**

- Tighten up on role definitions of roles
- Clean up language
- Adding an orientation section
- Update or create guidebooks for each role

**Graphics**

- A repository for ABI graphics is needed as these are in various accounts
- CANVA account that all members have access

**Nominations**

- <potential candidates redacted>
- Database Director: combine with Webmaster and Amber will volunteer to keep database up to date, working with Dawn.
- Updating qualifications

Potential Brats to approach:

- <potential candidates redacted>

Include the qualifications required.

**Save the Date Card**

- Target submit to the printer no later than 11/15/22
- Make the new date prominent.
- Return address: Dawn

## Reunion Discussion

Called to order at 11:00AM

Joined by

- Lisa Osborne
- Randa Chichakli (virtually)

### Budget

Request for Aramco Americas donation still pending. It was suggested we approach them with an offer to open Friday reception to local annuitants. If Aramco Americas is late with decision (after we open registration), we can use the 18k we budgeted to kick in from reserve funds to comp some rooms or offer breakfast fare one morning.

Early registration **raffle**: Ask hotel to donate private cabana, 2 room nights. Can also use excess ABI funds to purchase.

**Shirts** - Black, add Women's slouchy v-neck, unisex Bella Plus Canvas. To avoid surprised Brats and complaints, we need to make sure registrants understand, before they order, the women's t-shirt is not standard.

**Teen Canteen** - likely to be underutilized due to the distance from the main and conference areas. Is there a place closer that we could place the old-school arcade?

**Staffing** - approve midrange rates

**DJ/Photobooth** - confirm each has insurance coverage required by the hotel prior to signing contracts.

**Friday Night Reception** - \$30/person (\$18K) is an estimate, not a quote from the hotel.

**Registration Fee** - a price increase may be necessary to meet ABI's budget if Aramco Americas doesn't contribute. Decision to be made by January 2023.

**Golf** - Poll the subset of golfers for their preference:

\$127 with a t-time is noon on Sunday.

\$57 8-miles off site. Have to bring own clubs

**Pickleball** - Set up a separate event on website, promote it, turn information over to Mark. He can organize it. If it becomes popular, then we can add it officially.

**Perks for Attendees** - List in FAQs

golf carts available

request hotel room to the Fairway Building to be close to the conference center

quieter pool

Want a quieter room, ask for one not facing the pool

shade areas available

**Banquet Seating** - TBD; People prefer signing up for their tables. Contact class reps to see if they want any tables for their class.

How do we communicate with the younger generations? ARAMCO Ex-Patriots School Association. Reach out to Holly Owen.

**Action Items**

1. Each member clean up your own section: deadline 11/15
2. Add workflows where appropriate
3. Each member upload images to CANVA account once purchased
4. Upload guidebooks to Dropbox
5. Update website link Board/Documents page: deadline 1/15/23
6. Ask Randa for feedback on Reunion Handbook

The meeting was adjourned at 12:00PM by LAG.

Respectfully submitted, Amber Perkins-Neal, Secretary